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17 November 1961

TO :

OGC Has Reviewed

From : Records Administration Officer, DMS

Subject: Office of Record

1. At one of our recent meetings there was a significant interest in the role of the "office of record" in records administration. The following remarks are submitted for your guidance in using this concept.

2. Any organizational element that creates or receives records in the process of carrying out its assigned functions and responsibilities normally becomes the office of record for documenting such activities. Offices of record in CIA range from the immediate offices of the Director and his Deputies down through those of heads of Offices and Chiefs of Staffs, Divisions and Branches.

3. The functions and responsibilities of organizational elements are defined in general terms by Agency regulations and more specifically by internal issuances. Records Control Schedules prepared for these organizational elements describe certain files that document the substantive functions assigned by these issuances. These files can be of temporary or permanent value depending on their current and future usefulness.

4. Properly designated offices of record offer the following advantages in records administration.

a. The records are in the custody of the organizational element that has a primary interest in the subject matter or function documented by the records and the primary need to use the files.

b. Properly organized offices of record can furnish reference services to other organizational elements and thus curb the maintenance of duplicate files.

c. Records disposition is improved since permanent and temporary files can be more readily identified throughout the Agency.

d. Overall administration of assigned functions can be improved by a properly established and organized office of record.

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5. Maintaining effective records disposition schedules is a continuing job for Records Officers. It involves reviewing and auditing the program and revising schedules when appropriate. In this work it is important to bear in mind the office of record concept in order to establish realistic retention periods, and to detect files that need not be maintained.

6. Attached is a partial list of Agency offices of record showing some of the material they maintain in carrying out their assigned functions.



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Attachment

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